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10 FEB 1981

MEMORANDUM FOR: Acting Deputy Director for Administration

ATTENTION: Chief, Management Staff, DDA

FROM: James H. McDonald
Director of Logistics

SUBJECT: FY 1981 Travel Limitation

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REFERENCE: Multi adse memo fm Compt. dtd 4 Feb 81,
same subj: (Compt. 81-0151)

The Office of Logistics has reviewed its FY 1981 travel requirements and devised a plan to "live" with a 10 percent cut from the amount for travel shown in the 1981 column of the 1982 budget in accordance with referent memorandum. This plan, however, falls short of providing adequate travel funds to permit us to fully meet our organizational and administrative requirements on a timely basis. Specific responses to Comptroller's request are as follows:

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1. What trips will not take place?

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a. A trip on the flight will be cancelled.

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b. A trip to the Society of Logistical Engineers Annual Symposium will be cancelled.

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c. A representative from our Procurement Office will not be able to attend at least one of Procurement Policy Panel meetings.

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d. We may not send a Claims officer to the U.S. Army Claims Seminar in Florida which will have representatives from other Departments and Agencies.

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e. We will not be able to travel to and participate in select recruitment seminars as we have in the past.

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f. Fact-finding trips to contractor facilities for discussion of technical and financial requirements involved in major procurements will not take place. [redacted]

[redacted]

h. It is anticipated that 50 fewer security inspections of contractor plant facilities will be performed. [redacted]

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2. What is the anticipated programmatic impact of this reduction?

The results of this reduction will be delays in the processing of major procurements, a loss in operational and field orientation opportunities in specialized areas, and limit the [redacted] [redacted] in the efficient conduct of its activities within its cover constraints. [redacted]

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3. Additional costs which may occur because the travel will not be performed are in the loss of time related to procurement and delivery schedules and the associated expense in not having all the "bugs" worked out of major and complex equipment procurements before it leaves the factory. Prior experience has shown that delays of over 14 months have occurred when installation personnel suddenly find that they have to perform on site re-engineering, modification, and/or retrofit to a system or systems component to make it perform to minimum specifications. [redacted]

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4. The Office of Logistics has a FY 1981 unfunded travel requirement of \$20,000 associated with ongoing space acquisition efforts for less than 5,000 square feet. This travel is in support of acquisition and management of Agency leases [redacted]. This

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authority was delegated to CIA in 1980 by the Administrator of General Services Administration. As such, travel is on an ad hoc basis in response to the requirements of operating components to acquire new space or to modify existing space and in response to landlord-tenant problems which require resolution. The timely resolution of these latter problems is often essential to the maintenance [redacted] of the affected components. Failure to perform this essential

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[REDACTED] Ongoing problems relative to space acquisition requires from one to four trips to such areas. The funds for these necessary trips are included in the SLUC Decision Unit, however, the subject travel limitation precludes us from using these funds for travel.

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[REDACTED]
James H. McDonald

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